

February 2006

Auditor's AP Bulletin

A publication from the Accounts Payable Department of the Office of Auditor of State Connie Nass



DIRECT DEPOSIT

The legislation requiring direct deposit has been very successful. Last month 87% of the dollars processed by the Auditor's office Accounts Payable Department were paid via EFT, which is 50%

of the payments processed. Great job! A couple of reminders concerning direct deposit.

- Please do not request any direct deposit information from a town, city, or county.
- If your vendor completes a waiver, please make sure it is complete before you send it to the Auditor's office. If the vendor selects an option that requires an attachment, the waiver will be denied if the attachment is missing.
- All vendors must be on direct deposit or have an approved waiver as of July 1.
- We will begin emailing vendors their remittance notifications. If you have a vendor you believe would benefit from this please have them contact Karen Sluder. If a vendor signs up for the email notification, no paper copy of the notification will be printed.
- Please make sure you use the correct vendor number when you send a payment to the Auditor's office. If you use an incorrect vendor number, and the vendor is on direct deposit, we must reverse this money from the account it was deposited into and you will have to send a corrected payment to the Auditor's office for processing.

DISKETTE PROCESSING



Here are some things we have noticed agencies need to remember when submitting diskettes for payment:

- Once your agency is on PeopleSoft financials, you will be expected to submit diskettes for all of your payments including your SDO reimbursements.
- If you are having problems with PeopleSoft you must contact GMIS.
- Please remember to include a disk, a schedule printout, and a copy of your diskette cover sheet along with your paperwork.
- Your coversheet should be completely filled out including correct contact information.
- Please make sure the envelope you are using to submit your diskettes is in good shape. We don't want your checks to fall out when we return it to you.
- Make sure all W-9s and ACH forms are organized together and placed in the front of your packet.
- Don't forget to sign documents.
- You are required to submit original invoices. If you must submit a copied or faxed invoice the invoice must be signed.
- All payments need supporting documentation.
- Please verify your diskette has the proper file name such as audclaim.txt or popymnt.txt.
- Vendor Numbers. (We mentioned this on Page 1 but they are so important.) Please make sure your diskette has the correct vendor number. If your vendor number has a subcode, you must include the subcode or your payment will not go to the correct address!
- We can no longer guarantee that all diskettes received by 10:00 AM will be processed the same day. Currently, we are normally able to have diskettes received in the morning processed that day, but we no longer guarantee same day processing.